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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



THOMAS D. WATKINS, JR.
SUPERINTENDENT OF PUBLIC
INSTRUCTION

TO: Local School District Superintendents, Directors and Authorizers of Public School Academies, SRSD Resolvers and MEAP Coordinators

FROM: Edward Roeber, Executive Director
Office of Educational Assessment and Accountability (OEAA)

Margaret Merlyn Ropp, Director
Center for Educational Performance and Education (CEPI)

DATE: December 9, 2004

SUBJECT: **Coordinating the Integration of State Assessments and Student Unique Identification Code (UIC) Resolution**

The Michigan Department of Education's Office of Educational Assessment and Accountability and the Center for Educational Performance and Information have combined technologies to help match students with assessments and to make sure that districts identify and resolve student records only once. This collaboration at the state requires a new level of coordination and communication between staff members who manage student records and designated district assessment coordinators. **This memorandum provides an overview of the coordination needed.**

Although districts have been able to resolve Single Record Student Database (SRSD) student UICs since November 2003, the resolution of UICs is especially important now because the Michigan Educational Assessment Program and MI-Access will be using the UICs from the SRSD. Completing student UIC resolution (Phase I) before January 6, 2005 will greatly reduce the work required by district staff members to match students to assessments and will reduce the risk of the system generating new UICs for students, which must then be resolved by staff members once Phase 2 begins on January 7, 2005. This new process is being initiated as part of the planning for this winter's assessments.

To ensure a successful Student UIC Resolution by the deadline of January 6, 2005, and proper UIC assignment for the OEAA assessments, the following people in your district will need to coordinate their efforts:

The SRSD Resolvers for Happy Valley include Charles Schulz, Dolley Madison, Thomas Jefferson, William Cody and Phineas Barnum.

The MEAP Coordinator for Happy Valley is Archibald Leach.

The MI-Access Coordinator for Happy Valley is Dorothea Lange.

The SRSD Resolver is responsible for resolving possible matches for students (based upon Last Name, First Name, Date of Birth and Gender) who were submitted through the fall SRSD upload. If there are new students pre-identified for either the MEAP or MI-Access assessments, those new students will also require resolution.

As of 12/07/04, Happy Valley had a total of 10 SRSD records remaining to resolve out of an initial resolution total of 100. We appreciate your district's efforts to coordinate the SRSD/UIC resolution and assessment processes and hope that this will improve the accuracy of your district's data and reduce duplicative effort.

The names of the SRSD Resolvers appear as they were submitted on security agreements from the districts. For assistance in correcting or removing names, please contact the Help Desk at 517-335-0505, or by e-mail at help-desk@michigan.gov.

For additional information regarding Student UIC Resolution, please go to www.michigan.gov/cepi. Click on "MEIS Data Services" then "Single Record Student Database" from the left navigation bar. In the section titled "Help and Training Resources," click on the "UIC Help" link.

For assistance related to MEAP test administration, please contact the OEAA toll free at 877-560-8378 or 517-373-8393.

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